



PURCHASE ORDER

SUPPLIER INFORMATION

OTUS COPY SYSTEM, INC.
 D1 Grd Flr. David Bldg. 2 Shaw Blvd. Wack Wack Greenhills East
 Mandaluyong PH
 245-110-268-000

PHONE/FAX:
 ATTENTION:

TRANSACTION INFORMATION

Status: PO
 PO NO: 1240000492
 PO Date: 09-Jul-2018
 PAYMENT TERMS: 15 Days

Please deliver within 15-30 days upon receipt of this order the following item/s to the General Services Department, Trade and Investment Development Corporation of the Philippines, 17th Floor Citibank Tower, Citibank Plaza, Valero St., Makati City.

Item No.	Qty	Unit	Articles / Description	Unit Cost	Total Cost	VAT	Net Value
OFS00193	1	CTE	Toner for Fuji Xerox DocuPrint C5005	15,785.71	15,785.71	1,894.29	17,680.00
OFS00194	3	CTE	Toner for Fuji Xerox Machine APIV-C3370R	15,785.71	47,357.14	5,682.86	53,040.00
TOTAL QTY ORDER: 4				TOTAL:	63,142.86	7,577.14	70,720.00

Funds Available:

P 70,720.00

Marilou Adea Medina
 Marilou Adea Medina

Sector Head - Finance & Information Management Sector

RECOMMENDING APPROVAL:

Milagros Mercado Baet
 Milagros Mercado Baet
 Department Head, CPCD

APPROVED

Ian Alamar Briones
 Ian Alamar Briones
 Sector Head, Strategy & Development Sector

Please submit upon delivery four (4) copies each of your Invoice/Delivery Receipt showing our P.O. No., two (2) copies each of Certificate of Registration of Business Name, the Articles of Incorporation, in case of corporations and Vat Registration Certificate.

If you fail to comply with your delivery commitment, or if the materials that you will deliver are not in accordance with your offer and will be rejected by the requisitioner, award will be given to the next lowest bidder or purchase of said materials will be made in the open market and the differences in price to be charged against you.

Delay in delivery of the above item/s is subject to penalty of 1/10 of 1% of the total value of this Order each day of delay. Please return duplicate copy hereof to this Office duly signed by your authorized representative.

In case this matter is referred to an attorney-at-law for collection or legal action, you agree to pay the sum equivalent to ten percent (10%) of the amount involved but in no case less than Twenty Thousand Pesos (P 20,000.00) for and as attorney's fees and the cost of litigation.

The venue of court action, whether commenced by either of the parties, shall be laid exclusively in the proper court of Makati City.

This agreement is subject to such additional terms that the parties may agree upon in writing.

REFERENCE OF PRICES:

RECEIVED ORIGINAL PURCHASE ORDER: *[Signature]*

REFERENCE REQUISITION NO. DATE

July 18, 2018

BIR PERMIT NO: 050-CBA-031912-000628

DATE ISSUED: 19-MAR-2012

SERIES NO: 4000001 to 40009999